

Weekly Report for Week Ending 19 November 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

a. Shelf Filing

25X1A9a

Records Management Survey/Office of Personnel [REDACTED]

✓ Machine listing is being prepared, by Machine Records Division, from which names will be taken to prepare labels for the file folders.

General Counsel/Office Layout and Filing Equipment [REDACTED]

25X1A9a

Request for a secured area has been received from the General Counsel and will be forwarded to the Office of Security with appropriate floor plans attached.

25X1A9a

OCR/IR [REDACTED] ✓

25X1A9a

A Memorandum of Justification for shelving was prepared by Mr. [REDACTED] of IR and myself as requested by Mr. [REDACTED] of Contracts Branch, OL. Requests for bids from the two known vendors of the equipment are expected to be made in the near future. Space Maintenance and Facilities Branch, OL. has agreed to the installation of a partition in the IR office area as this area will be exposed to traffic on a main corridor when the safes are removed. 25X1A9a

b. Records Systems

25X1A9a

Security Staff/New Building [REDACTED]

25X1A9a

Project is continuing. Mr. [REDACTED] visited the project during the past week.

Installation of Subject-Numeric Files in OP [REDACTED]

25X1A9a

Fourteen installed; one in process (Employee Relations Branch).

FOIAb3b1

[REDACTED]

25X1A9a

No change from previous report.

25X1A9a

Office of Personnel/Contract Personnel Division/Card Index [REDACTED] ✓

No change from previous report.

Office of Communications [REDACTED]

25X1A9a

No change from previous report. Mr. [REDACTED] informed me he would request our assistance through Mr. [REDACTED] 25X1A9a

c. Records Schedules

Medical Staff [REDACTED]

25X1A9a

25X1A9a Revision of the schedules for the Office of the Chief and the Support Division are being typed. Inactive files from these areas are being transferred to the Records Center and obsolete files destroyed. Survey proceeds to the Psychiatric Division. Mr. [REDACTED] consulted with Medical Staff officials on the lighting for the file room and on the need for a card cabinet in the file room. 25X1A9a

Revision of Records Control Schedule - OCR [REDACTED]

ARO has prepared draft revisions for all OCR components. Six reviewed and signed by following: Biographic, Industrial, and Special Registers; Documents, Library, and Machine Divisions. Two are being reviewed by Liaison Control Division and Graphics Register. All are scheduled for submission to RMS about 24 November. 25X1A9a

3. Vital Materials [REDACTED]

Microfilming of VM continues in OCR/Graphics. Meeting was held with OCR/IR to discuss the microfilming of travel folder briefs and questionnaires for VM.

25X9A8

25X1A9a

Miss [REDACTED] NSA, and Mr. [REDACTED] Printing and Reproduction visited the Repository during the past week. 25X1A9a

[REDACTED]